2011 Application Form

The **Employers for Education Excellence (EEE) Award** honors employers who implement a policy to encourage and support employees who actively participate in activities of schools. The Texas State Board of Education (SBOE) will select employers that meet the criteria for bronze, silver, or gold level recognition. The Board will honor recipients of the Employers for Education Excellence Award with a certificate that includes their recognition level. Certificates will be mailed to each honoree. EEE Awards are valid for three years.

Application Instructions: You may **1)** Print out application, fill out by hand and mail or fax in **2)** Fill out application electronically, print and mail or fax in **3)** Fill out application electronically and submit by email. If you choose option 3, you will need to print out full application *(for your records)*, **sign section V** (Declaration) and mail or fax page 5 of application. If you have questions about application process, call Sheila Allee at (512) 463-8153.

I. Employer Information

Employer Name

Type of Business or enterprise

Employer Address

Street and/or P.O. Box City

TX

Zip Code

Employer contact

Contact phone

(Area Code) + Number

Email contact email address

Texas State Board of Education District # To find out which district the employer is located in, go to the website: http://www.fyi.legis.state.tx.us/ . Type in required information.	Award Level _____ FOR AGENCY USE ONLY

II. Eligibility Criteria

Please select one level of recognition you are applying for.

☐ **Bronze Award**

The employer must meet all of the following criteria:

- Have a written policy that allows employees to attend parent-teacher conferences during work time.
- Allow employees to attend parent-teacher conferences during work time without having to use vacation or sick leave.
- Maintain records that show evidence that employees attended parent-teacher conferences.

☐ **Silver Award**

The employer must meet all of the following criteria:

- Have a written policy that allows employees to attend parent-teacher conferences or take part in school volunteer activities during work time.

- Allow employees to attend parent-teacher conferences or take part in volunteer activities during work time without having to use vacation or sick leave.

- Have a written policy that includes procedures for tracking volunteer hours.

- Maintain records that show evidence that employees attended parent-teacher conferences or took part in school volunteer activities.

- At least 1% of the employer's workforce attends parent-teacher conferences or takes part in volunteer activities on an annual basis.

☐ **Gold Award**

- Have a written policy that allows employees to attend parent-teacher conferences, take part in school volunteer activities, or participate in student mentoring activities during work time.

- Allow employees to attend parent-teacher conferences, take part in school volunteer activities, or participate in student mentoring activities during work time without having to use vacation or sick leave.

- Establish a mentoring program in conjunction with a local school or district designed for employees to meet with and mentor students to promote academic and social success. Structured mentoring activities may include traditional one-to-one, group, team, or e-mentoring and should be built around regular, frequent contact.

- Have a designated employee who oversees internal coordination of the mentoring program. Have a written policy that includes procedures for tracking volunteer hours and mentoring activities.

- Maintain records that show evidence that employees attended parent-teacher conferences, took part in school volunteer activities, or participated in student mentoring activities.

- At least 1% of the employer's workforce participates in mentoring activities for a minimum one year (or school year) commitment.

III. Describe the school activities employees have actively participated in.

For consideration of silver or gold level recognition, please include the percentage of employees who take part in school activities.

III. **Continued** *(if more space is needed)*

IV. School or District Partner

Name of School or District

Company Name

School/District

District Contact Person

Address

Street and/or P.O. Box City

TX

Zip Code

Phone

(Area Code) + Number

Email address

V. Declaration

I declare that all the information provided in this application is correct and true to the best of my knowledge.

Signature of Applicant _____

Date

The State Board of Education reserves the right to request documentation for eligibility determination for the ***Employers for Education Excellence Award***

VI. Application Submission

A complete application must be submitted by **July 31st** of the current year to:

Texas Education Agency
Department of Communications
Employer for Education Excellence Award
1701 Congress Avenue
Austin, Texas 78701
FAX: (512) 463-5947

For additional information, call (512) 463-8153.

Submit by Email

Print Form